

UKG Community University User Guide

Provides step-by-step instructions for users on how to access and leverage the training provided in UKG's University.

UKG Community University User Guide

University Users

Introduction To The University

Welcome to the UKG Community™ University User Guide! Leveraging UKG's training system, also known as the University, supports you in navigating to, browsing within, and registering for training related to UKG's product suite.

The University provides a central location for your knowledge development. You can enroll, complete, and get a transcript of your courses, including self-paced and instructor-led courses.

In some cases, your company's University administrator may enroll you in required courses, but you are also able to self-enroll. Leverage the University for your UKG training needs.

Login

You can access the University through the Training tile within your product Learn page.

Navigation: UKG Community Home Page

1. From the UKG Community home page, select **Learn** from the top menu.
2. From the **Learn** drop-down list, select your solution.

Note If you need to verify your solution, you can navigate down to the My Product tab on the Community home page to view your solution.

The **Learn** page for your solution appears.

3. Navigate to the **Training** tile and select the **Go to the University** link.
The University home page appears.
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Navigation

Navigating in the University begins with the primary navigation tool bar at the top of the page. The navigation bar displays on every page within the University.



The navigation tool bar has four tabs: Home, Me, Training, and Resources. Several of the tabs in the primary navigation tool bar include sub-tabs.

Tab	Description
Home	The landing page for the University
Me	Contains profile information, certificates, and settings
Training	Contains your training, courses, and sessions
Resources	Provides a library of information like how-tos

The Me tab and Training tab on the navigation tool bar have sub-tabs. Hover over the Me or Training tab to display the sub-tabs that you'll use.

- The Me tab contains:
 - My Profile - Update your University profile
 - My Dashboard - View your progress on the University content and download a transcript
 - My Certifications - View, print, or save copies of your certificates earned in the University
 - My Settings - Update your privacy and notification settings
- The Training tab contains:
 - My Training - Access a list of your enrolled or assigned courses
 - Courses - Browse all available University courses
 - Sessions - View date and time offerings for instructor-led course

University Preference Options

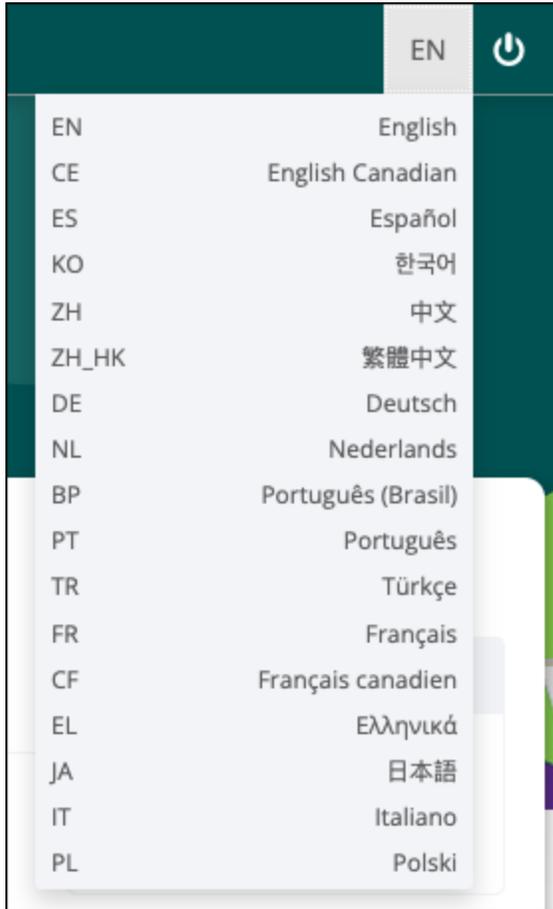
Preference options appear on the top right of the navigation bar. The preference selections include Language, Direct Messaging, Notifications, and Log Out options.

Remember If prompted, confirm your email address when you join the University in order to receive email notifications for class registrations and reminders for upcoming courses.

Language

Language displays as an abbreviation for your selected language, such as EN for English. Select the abbreviation to change your preferred navigation language.

When changing the language, the majority of the platform changes to the language you select.



Direct Messaging

The Envelope icon enables you to view your University inbox or messages. The Direct Messaging inbox contains platform messages that can be managed through archiving, deleting, and more.

Notifications

The Notification icon shares alerts when your administrator assigns you new courses. The icon displays an overlay counter of the number of unread notifications.

Log Out

The Log Out icon enables you to log out of the University.

My Dashboard

The dashboard provides visibility into the courses, knowledge checks, and sessions in which you are enrolled.

Within the Dashboard (**Me > My Dashboard**), all enrollments are organized by tab.

Within each tab, you are able to search, sort by, and filter to find information specific to you. The applicable results appear as a list.

The screenshot shows the 'My Dashboard' interface. At the top right, it indicates '(GMT) Greenwich Mean Time'. Below the header, there's a user profile section with a 'view profile' link. To the right, three summary cards show: 'Total Courses' (19), 'Total Time' (0:07:46), and 'Completion Rate' (0%). Below these are navigation tabs: 'Courses' (selected), 'Learning Journeys', 'Knowledge Checks', 'On The Job Training', and 'Sessions'. A search bar is present with the placeholder 'Type to search'. Below the search bar are several filter dropdowns: 'Sort By' (Name (A-Z)), 'Required Only' (All), 'Due date' (Show All), 'Sessions' (Sessions that users are registered in), and 'Status' (All Courses). A 'Category' dropdown is also visible. The main content area displays two course cards. The first card is for '084rwc Deductions & Benefits Bus Rules Configuration Recording' (Optional), showing 0% completion, a due date of Mar 13, 2023, and a duration of 0:00:00. The second card is for 'KSCHA101rwc Time and Scheduling: Scheduler Setup Recording' (Required), also showing 0% completion, a due date of Mar 15, 2023, and a duration of 0:00:00. Each card has a 'Details' link.

Note If a completed course is marked as Archived, it is no longer available for enrolling or viewing, but the completion appears on your profile.

Alternatively, under the Sessions tab, you can view the sessions that you have registered for or completed along with the session date and time.

Training Types

From the University, you can enroll in instructor-led courses, self-paced courses, or knowledge checks.

There are a few ways to tell the type of course you are viewing. One of the easiest ways is by looking at the thumbnail of the training. Most training descriptions also state the training type.

- Instructor-Led Courses
 - Instructor-led courses are taught by a live instructor, so there is a set date and time for the course session.

The screenshot shows a course card for '935 Cognos Analytics: Crosstabs'. The card features a thumbnail image of two people looking at a screen. The text on the card includes the UKG logo, the course title '935 Cognos Analytics: Crosstabs', a brief description 'The Cognos Analytics: Crosstabs course provides you with the skills and knowledge to create and...', a '1' in a square icon, a 'Tags' icon, and the status 'Not Enrolled yet'. A 'More info' link is provided at the bottom.

- Self-Paced Courses
 - Self-paced courses are on demand and can be completed at your own pace. These courses are not live sessions, so they can be viewed as many times as you like.



Time and Scheduling (Ready): Accruals Concepts

This self-paced course summarizes the core concepts of the Accruals solution. Topics include accrual...

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Not Enrolled yet

[More info](#)

- Knowledge Checks
 - Knowledge checks ensure that the main points of a course have been understood and are associated with an instructor-led course.



Course

056 Compensation: Manage Compensation Plans Knowledge Check

📁 1 Modules

Instructor-Led Training

Instructor-Led Courses

Instructor-led courses require that you both enroll in the course and select a session. It is important to complete the course by attending the instructor-led session.

Type	Description
Virtual Instructor-Led	<ul style="list-style-type: none"> • Live, virtual instructor-led sessions are held on a specific date and time, but you join the course from a computer meaning you do not need to travel to a physical location. Some sessions are held over multiple dates. • Select a session date and pay particular attention to the start and end times. The times displayed are based on your device setting's time zone. If your computer is set to Eastern Standard Time (EST), then the hours for the course display as EST.

Each instructor-led course contains all material necessary to cover a topic, such as a learner guide and may include a knowledge check after the course.

Note After enrolling in or being assigned an instructor-led course, you must select a specific session to attend. Sessions are when live courses are being offered.

Self-Enroll in an Instructor-Led Course and Session

Enrolling yourself in an instructor-led course and session can be done in a few steps. The course enrollment alone does not secure your spot in a live session. Both enrolling in the course and selecting a session are necessary to complete instructor-led courses.

Navigation: Training > Courses

1. Within the search bar, search by keyword or numerical course code (like 060-02).

Note It is best practice to confirm that the course is an instructor-led course. The banner title on the course image identifies if a course is instructor-led. You can also determine the type by reading the description.

2. Select the course name to see the course description and details. Additional details under the course description include: Course Type, Category, Language, and Modules.

Note University administrators can enroll users into courses. If you are already enrolled in the course, continue to the Self-Enroll in an Instructor-Led Session section.

3. Select **Enroll Now**.
The course page updates and a **Withdraw** button appears under the course title. This ensures you are enrolled in the course; however, you still need to register for a session.
4. Select the module associated with the live sessions.
The available sessions appear; you can view the course title, date, time frame, and the number of seats open. To learn more about a session, select the blue title link.

Note If you have completed the required prerequisites, the available sessions display.

If you have not completed the required prerequisites, return to **Training > Courses** to take action on what needs to be completed before selecting a session.

Once the prerequisites are completed, you can return to **Training > Sessions** to register.

5. Find the session that fits your schedule, then select **Register**.

Once registered, you receive an email notification; we recommend that you save the email notification for your reference.

Tip It is best practice to add your session to your work calendar or schedule immediately upon registration. Blocking the session's date and time range helps you avoid missing the training.

6. Optional: Verify your session enrollment by navigating to **Training > Sessions**.

Note You will receive an event reminder email before the event takes place as well as session access information.

Self-Enroll in an Instructor-Led Session Only

In some instances, your University administrator may have enrolled you in an instructor-led course already. If so, you need to select a session that works for you. Remember that you must be enrolled in both the course and registered for a session to successfully complete an instructor-led course.

Navigation: Training > Sessions

1. From the **Sessions** page, select the course title to view a list of the session offerings.

Note If you have completed the required prerequisites, the available sessions display.

If you have not completed the required prerequisites, return to **Training > Courses** to take action on what needs to be completed before selecting a session.

Once the prerequisites are completed, you can return to **Training > Sessions** to register.

2. Find the session that fits your schedule, then select **Register**.

The page refreshes. The **Register** button refreshes into **Unregister**. This update indicates that you are registered for the session.

3. Once registered, you receive an email notification verifying session registration.

Tip It is best practice to add your session to your work calendar immediately upon registration. Blocking the session's date and time range helps you avoid missing the training.

4. You also will receive an event reminder email before the event takes place as well as session access information.

Self-Paced Courses

Self-Paced Courses

Self-paced courses allow you to take a course whenever it fits your schedule. Unlike instructor-led trainings, there is no session to enroll in with self-paced courses.

Self-paced courses are immediately available upon enrollment, and these courses contain modules. The number of modules vary by course, but they may contain necessary materials, a recording, an interactive training module, or a knowledge check. The modules are ordered for your ease of use.

DESCRIPTION

This recording of Deduction and Benefit Business Rules Configuration provides an in-depth review to configuring UKG Pro™ business rules for deductions and benefits. The course begins by reviewing UKG Pro functionality available for selection during business rules configuration. Once deduction and benefit plans are established, the process of adding plans to specific groups is then covered. Applying effective dating to applicable deduction and benefit business rules is reviewed. Best practices, addressing the impact of configured deduction and benefits business rules in open enrollment activities, are also covered. Configuration details for common benefit plans (medical, dental, prescription drug coverage, life insurance, and deferred compensation) are included.

[Show More](#)

Modules: * Suggested Order

	<p>Module 1</p> <p>084rwc Deductions & Benefits Bus Rules Configuration Recording Course Learning Packet</p>	<div style="background-color: #444; color: white; border-radius: 50%; width: 40px; height: 40px; display: flex; align-items: center; justify-content: center; margin: 0 auto;"> Module 1 Start!! </div>
	<p>Module 2</p> <p>084rwc Deductions & Benefits Bus Rules Configuration</p> <p>Review recording</p>	<div style="background-color: #444; color: white; border-radius: 50%; width: 40px; height: 40px; display: flex; align-items: center; justify-content: center; margin: 0 auto;"> Module 2 Pending!! </div>
	<p>Knowledge Check 1</p> <p>084rwc Deductions and Benefits Business Rule Configuration Knowledge Check</p> <p>Complete this knowledge check to evaluate your understanding of the 084rwc Deductions and Benefits Business Rule Configuration course material.</p> <ul style="list-style-type: none"> • 10 Questions • Try and Learn 	<div style="background-color: #444; color: white; border-radius: 50%; width: 40px; height: 40px; display: flex; align-items: center; justify-content: center; margin: 0 auto;"> Module 3 Pending!! </div>

If you begin working on a self-paced course, leave the University, and return later, the Home page displays your courses in progress. For each course, you can view the percentage of your progress and select **Resume Now** to reenter the course.

Additionally, if you have not started a course that you are enrolled in, the Home page displays the course title and a **Start Now** button.

Self-Enroll in a Self-Paced Course

The Search field on the home page of the University enables you to search for, browse options, and self-enroll in a course.

Navigation: University Home Page

1. At the **Search** field enter a search term (like Payroll or Timekeeping).
 2. From the menu, select **Courses** .
Your search results appear with only course training types. Ensure that the course banner or description indicates self-paced.
 3. Browse for your desired training.
 4. Select a course to view more details.
 5. If appropriate, select **Enroll**.
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Withdraw and Unregister

Withdraw and Unregister

If you no longer want to take a course, you can unregister. For instructor-led courses, there is a difference between unregistering from a session and withdrawing from a course.

Option	Description
Withdrawing from a Course	<ul style="list-style-type: none"> • If you look at your course list and realize that you enrolled in a self-paced course that doesn't apply to you, you can withdraw from the course. • If you do not see the option to withdraw, the course was assigned to you. You need to contract your University administrator in order to withdraw.
Unregistering from a Session	<ul style="list-style-type: none"> • The session indicates the date and time of the live training. If a scheduling conflict comes up, unregister from a session to indicate that you will not be attending. You may select a different session after unregistering. • Even if you unregister from a session, you are still enrolled in the course. The course displays on your transcript as incomplete unless withdrawn.

Withdraw from a Course

If you wish to no longer take a course, you can withdraw from the course in the University.

Navigation: Training > My Training

1. Using the search field and filtering options, search for the applicable course.

2. Select the course.

3. Select **Withdraw**.

Note If you do not see the option to withdraw, the course was assigned to you. Contact your University administrator to withdraw from the course.

A confirmation message appears.

4. Select **OK**.

Unregister from a Session

When you are enrolled in an instructor-led course, you can unregister from a session if the session no longer works with your schedule. If your manager or administrator enrolled you in the session, they must unregister you. When you unregister from a session, you are still enrolled in the course and may select another session to attend.

Navigation: Training > My Training

1. Using the **Search** field and filtering options, search for the applicable course.

2. Select the course that contains the session that you wish to unregister from.

3. Select the live session module.

4. For the applicable session, select **Unregister**.

You are now unregistered from the session. However, keep in mind that you are still enrolled in the course. You can register for a new session or withdraw from the course completely.

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